



Engineering & Inspection Services  
New Business Account Form

**BUSINESS INFORMATION**

1. Company Name: \_\_\_\_\_ Primary Contact: \_\_\_\_\_
2. How long has company been operational under this name? \_\_\_\_\_
3. Company Address (where orders are mailed): \_\_\_\_\_
4. Company Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell/alternate phone # (optional): \_\_\_\_\_
5. E-Mail Address : \_\_\_\_\_

**PAYMENT INFORMATION**

6.  **Check** (if paying by check, orders will be processed when check is received in RCS office)  
or  
 **Credit Card**  
Type of Credit Card:     Visa     MasterCard     Discover  
Card Number: \_\_\_\_\_ Exp.Date: \_\_\_\_\_  
Card Holders Name as on Credit Card: \_\_\_\_\_ 3 digit code \_\_\_\_\_  
Address Credit Card Bill Goes To: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

**TERMS AND CONDITIONS:**

Request for services must be received as written requests; fax or email.  
If paying by credit card, card on file will be charged upon completion/sending of each subsequent order.  
If paying by check, orders will be worked when check is received in RCS office (with copy of order).  
Refunds will not be given once an inspection has been completed or delivery of engineering services have been rendered.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed form to:**  
Fax #: (972) 727-3317 or E-mail: [becky@rcsent.net](mailto:becky@rcsent.net)